Private Colleges Accreditation Board

Annual Report

April 1, 1988 - March 31, 1989

Alberta

PRIVATE COLLEGES ACCREDITATION BOARD

89-06013/

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June 30, 1989

The Honourable John Gogo
Minister of Advanced Education
227 Legislature Building
Edmonton, Alberta
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Dear Mr. Gogo:

Herewith is the fourth Annual Report of the Private Colleges Accreditation Board, for the period April 1, 1988 to March 31, 1989.

Respectfully,

Walter H. Worth
Chairman

1. Introduction

The first private college was established in Alberta in 1913. By 1940, nine such colleges had been created by private acts of the Legislature. By the end of 1988, the Legislature had created thirty private colleges, twenty-one of which were still operating. For many years, Alberta's private colleges offered high school and career programs and granted degrees in divinity. In 1959, the first private college entered into a formal affiliation agreement by which its students could complete university study and obtain advanced credit toward completion of their degrees at the University of Alberta. By 1983, three more colleges had similar agreements.

For many years, the private colleges had been interested in granting their own degrees in fields other than divinity. This interest accorded with the government's policy of extending access and alternatives in post-secondary education. At the same time, Government recognized that the public interest concerning the meaning or status of the baccalaureate needed to be protected and that the historical precedents of university level study in the Province should be respected. Various means were examined by which this authority could be granted. After considerable discussion, Government, the private colleges and the universities agreed that the interests of the public and the institutions could be best served by an independent body that would assess proposals for degree programs from the private colleges.

The Private Colleges Accreditation Board was established for this purpose in 1984 by an amendment to Alberta's **Universities Act.** The Board is empowered to make recommendations to the Minister of Advanced Education with respect to the approval of baccalaureate degrees that may be offered by Alberta private colleges. With the concurrence and support of the Minister of Advanced Education, approval to do so may be granted by Order in Council.

Upon receiving an application from a private college for baccalaureate program approval, the Board has the authority to enquire into all aspects of a private college's operation. The Board has established minimum conditions which must be satisfied by a college proposing to offer a degree so that each approved program meets acceptable academic standards. The Board is also responsible for the periodic review of approved programs.

2. Membership of the Board

The Board consists of thirteen members appointed by the Minister of Advanced Education: a chairman; four members of the public; four university academic staff members nominated by the Universities Co-ordinating Council; and four private college academic staff members nominated jointly by the presidents of the private colleges.

In addition, the Minister designates an official from his Department to attend meetings in a non-voting capacity. The services of an executive secretary and secretary are provided to the Board by the Minister.

During the reporting period, the following individuals have served the Board.

Chairman

Dr. Gordon Mowat	Chairman (to December 31, 1988)
Dr. Walter Worth	Chairman (from January 2, 1989)

Public Members

Mr. Ed Makarenko	Vice-Chairman
Mrs. Margaret Noble	
Mr. Horace Ottley	(from October 17, 1988)
Ms. Caroline Martin	

Univeristy Members

Dr. Dominique Abrioux	Athabasca University
Dr. Don Detomasi	University of Calgary
Dr. James Forrest	University of Alberta
Prof. Laurence Hoye	University of Lethbridge

Private College Members

Dr. Peter Mahaffy	The King's College
Dr. Judith Meier	Concordia College
Dr. Chester Olson	Camrose Lutheran College
Dr. Warren Trenchard	Canadian Union College

Alberta Advanced Education

Mr. Bill Novasky

Staff

Dr. Larry Orton	Executive Secretary
Ms. Judy Young	Office Manager (to April 13, 1988)
Mrs. Nicole Young	Office Manager (from April 14, 1988)

Six of the eight institutional members are due to leave the Board between May and August 1990. The Board is exploring some means of "staggering" the appointment of replacements for these members.

3. Proposals and Reports

In the period under review, the Board met five times. The work of the Board centered on the proposals which had been received from Canadian Union College in College Heights and The King's College in Edmonton, and on the Board's responsibility for periodic evaluation of accredited programs.

The Board continued discussions with Canadian Union College on certain aspects of the conditions established by the Board as the basis for accreditation of the College's proposal for a three-year Bachelor of Arts degree with initial concentrations in English, Music and Religious Studies.

An evaluation team was appointed by the Board to provide advice on a three-year Bachelor of Science degree proposed by The King's College. In November 1988 the Board endorsed accreditation of a B.Sc. with an initial concentration in Chemistry. The Minister accepted the Board's advice, and in January 1989 the Order in Council was signed, enabling The King's College to grant this degree.

The **Universities Act** requires the Board to arrange periodic evaluations of accredited degree programs in private colleges. The Board completed the development of policies and procedures for the periodic evaluation of accredited programs, and published them as Chapter 12 of the second edition of the **Accreditation Handbook.** The evaluation process includes the submission of an annual report from each college. During the reporting year, the Board produced a set of instructions for the preparation of these reports. The first annual reports were received in the Fall of 1988, and considered at the January meeting of the Board.

4. Policies and Procedures

In its previous report, the Board noted that it had published an **Accreditation Handbook.** During the course of its work, the Board observed a need for some modifications in its policies and procedures. At the Board's meeting of March 1989 a second edition was approved for printing and distribution which incorporated four changes:

Periodic Evaluation

The major policy change was the addition of a Chapter describing how the Board will deal with its legislative mandate to periodically evaluate accredited programs.

Stages in the Accreditation Process

The four-stage process for handling proposals was reduced to three.

Second and Successive Proposals

The Board developed a process for handling second and successive proposals from a College that already offers an accredited program.

Release of Information

The Board also clarified expectations of the way in which Colleges describe their relationship to the Accreditation Board and their progress through the various stages of Accreditation.

Work was begun on the third edition of another major publication, "Independent Colleges in Alberta". This directory provides basic information on the colleges established under the private Acts of the Legislature, as well as on post-secondary institutions operating under other legal bases. The only independent post-secondary institutions not included are those covered by the **Private Vocational Schools Act.** The directory will be distributed for the use of officials throughout government and in the post-secondary education system.

5. Administration

In March 1987, the Board offices moved to a permanent location, which provides a reception area and an office for the Chairman, as well as suitable space for staff. In September 1988 the Board's professional staff person began some assignments within the Department of Advanced Education, so that the Board no longer has the services of a full-time professional staff person. The agreement with the Department is that the Executive Secretary will spend at least fifty percent of his time with the Accreditation Board. It was also agreed that the Accreditation Board's work is to have priority.

The Board's second Chairman, Dr. Gordon Mowat, resigned his position on the Board effective December 31, 1988. Dr. Walter Worth was appointed the third Chairman, effective January 2, 1989.

6. Communications

Within Alberta

The Board has been in communication about a number of independent post-secondary institutions in Alberta. Usually, these communications related to the institution's request for information on the process to be followed to obtain accreditation, beginning with the matter of obtaining their own Act of the Legislature. Other communications resulted from an inquiry from an individual or agency, either in Alberta or elsewhere, who wishes information on the accreditation status of an institution. The institutions which have been the subject of the Board's communications include the following: Canadian Southern Baptist Seminary, DeVry Institute, Foothills Christian College, Living Faith Bible College, Maskwachees Cultural College, Nechi Institute, Newman Theological College, Nova College, Old Sun Community College, Red Crow Community College, Rosebud School of the Arts, St. Mary's College, and Victory Christian Training Center.

Various Alberta agencies contacted the Board for information about matters related either to private colleges or to accreditation. During the past year, we responded to requests from the Attorney General, Career Development and Employment, and Legislative Counsel.

Extra-provincial

During the reporting period the Board was approached by a new accreditation body in Hong Kong, and by a Task Force established by the Minister of Colleges and Universities in Ontario. The Provisional Hong Kong Council for Academic Accreditation is being established to deal with the equivalent of Alberta's colleges and technical institutes as well as with degree-granting institutions. After some correspondence, a delegation of four members of the Provisional Council visited our offices for a full day of meetings.

The "Task Force on the Ministry of Colleges and Universities Policy on Assessing Applications for Incorporation from Private Bible Colleges and Seminaries" was established by Ontario's Minister of Colleges and Universities to provide advice on the degree-granting authority of those institutions. Contact with the Chairman of this Task Force led to an exchange with the Ontario Council on University Affairs (OCUA), which has been asked by the same Minister for advice on the expansion of degree-granting authority in Ontario. This exchange resulted in our Executive Secretary meeting with a committee of the OCUA to discuss the Ontario situation and to make a presentation on the work of Alberta's Private Colleges Accreditation Board.

Information about Alberta's accreditation process has also been provided to Redeemer Christian College and the Institute for Christian Studies, both in Ontario.

Various agencies outside Alberta contacted the Board for information about matters related either to private colleges or to accreditation. During the past year, we responded to requests from the Ministry of Advanced Education and Job Training, British Columbia; Indian and Northern Affairs Canada; Employment and Immigration Canada; the Canadian Scholarship Foundation; and Veterans Affairs, Washington.

7. Related Developments

Four developments continued to be monitored because of the implications they may have for the work of the Board and the future of private colleges:

- the interest of some public colleges in obtaining the authority to grant degrees;

- the aspiration of some private colleges to offer professional degrees;

- the delivery of degree programs in Alberta by out-of-province institutions;

- the passage of Acts by the Legislative Assembly, creating new private colleges.

In the year ahead, further consideration will be given to the probable consequences of these developments as a basis for anticipatory planning by the Board.

ADDENDUM A

Terms of Reference of the Private Colleges Accreditation Board

PART 2.1

PRIVATE COLLEGES ACCREDITATION BOARD

Definition

64.1 In this Part, "Accreditation Board" means the Private Colleges Accreditation Board established under section 64.2.

Establishment of Board

64.2(1) There shall be a Private Colleges Accreditation Board appointed by the Minister consisting of

(a) a chairman,

(b) 4 academic staff members of the universities, nominated by the Universities Co-ordinating Council,

(c) 4 academic staff members of private colleges that

(i) are affiliated with a university under an agreement under section 17(3), or

(ii) have been designated under section 64.5

nominated jointly by the chief executive officers of each of those private colleges, and

(d) 4 members of the public.

(2) The Minister shall designate an employee under his administartion to attend meetings of the Accreditation Board.

(3) The person designated under subsection (2) shall be given prior notice of all meetings of the Accreditation Board and has the right to attend and to participate in those meetings, but does not have the right to vote on matters before the Accreditation Board.

Term of office and remuneration

64.3(1) A person appointed as a member of the Accreditation Board holds office for a term not exceeding 3 years as prescribed in the appointment and is eligible for reappointment for a 2nd term, but not for further reappointment.

(2) The members of the Accreditation Board

(a) shall be paid travelling and living expenses while absent from their ordinary places of residence and in the course of their duties as members of the Accreditation Board, and

(b) may be paid remuneration for the performance of their duties as members of the Accreditation Board

at rates prescribed by the Minister.

Budget, records and reports

64.4(1) The Accreditation Board shall each year prepare a budget and submit it to the Minister for approval, and the Minister shall, in accordance with the approved budget, pay the operating expenses of the Accreditation Board.

(2) The Accreditation Board shall

(a) keep full and accurate records of its proceedings, transactions and finances, and

(b) prepare and transmit to the Minister annual and other reports and returns as required by the Minister.

Approval of programs of study

64.5(1) The Accreditation Board may inquire into any matter that relates to the approval of programs of study, other than programs in divinity, leading to a baccalaureate that may be granted by a private college.

(2) If the Accreditation Board determines that a private college has met the prescribed minimum conditions for the approval of a program of study leading to a baccalaureate, it shall approve the program of study and recommend to the Minister that the private college be granted the power to grant a baccalaureate in respect of that approved program of study.

(3) On the recommendation of the Minister, the Lieutenant Governor in Council may by order designate a private college as an institution that may grant a baccalaureate in respect of a program of study approved by the Accreditation Board.

(4) An order under subsection (3) is subject to any conditions specified in the order.

Periodic evaluation of approved programs

64.6(1) The Accreditation Board shall establish procedures for the periodic evaluation of approved programs of study provided by private colleges designated under section 64.5.

(2) If the Accreditation Board determines that a program of study should no longer be approved, it shall withdraw its approval of the program of study and recommend to the Minister that the private college that offers the program of study should no longer be designated under section 64.5.

(3) On the recommendation of the Minister, the Lieutenant Governor in Council may by order rescind the designation under Section 64.5.

Powers of Board

64.7 Without restricting the generality of section 64.5(1) and 64.6(1), the Accreditation Board may

(a) determine the minimum standards for the approval of a program of study leading to a baccalaureate that may be granted by a private college,

(b) establish and implement procedures for

(i) the review and approval of courses of study,

(ii) the review and approval of the academic credentials of the instructional staff,

(iii) the inspection and approval of libraries, laboratories and other related instructional facilities, and

(iv) the examination of available financial support

of a private college that proposes a program of study leading to a baccalaureate to be granted by that private college,

(c) require a report from the governing body of a private college on any matter pertaining to a proposed or to an approved program of study, and

(d) appoint persons to provide advice and recommendations relating to the review and evaluation made by the Accreditation Board in respect of any program of study.

ADDENDUM B

Publications of the Accreditation Board

Accreditation Handbook Second Edition. March 1989.

The Handbook documents the basic policies and procedures of the Board for dealing with proposals from private colleges for the authority to grant degrees.

Instructions and Sample Forms for Accredited Colleges' Annual Report to the Private Colleges Accreditation Board Second Edition. July 1989.

This publication provides detailed advice to private colleges about the preparation of their annual reports.

Annual Reports of Accredited Private Colleges to the Board.

This is a consolidated publication of the colleges' annual reports to the Board.

Independent Colleges in Alberta, annual.

This directory provides the information about all independent colleges operating in Alberta.

Status of Accreditation.

Periodically, the Board publishes a document which summarizes the steps which have been taken towards accreditation by all colleges that have applied for accreditation.